MIDTERM GRADES

Grades should be posted in DuckTrax

- If accessing **DuckTrax** through **myGateway** (Links to an external site.), you can log in using your **NTNET login**.

- After logging in, select the **FACULTY tab** from the left hand column of options.

- Click on the **DuckTrax** menu link.

- Once in **DuckTrax**, make sure you are on the *Faculty Services tab*

- Click the **Faculty and Advisors** folder to expand it.

- Select either **Midterm** Grades or **Final** Grades.

- Select the **term** and **Submit** to save.

- Select your **class**, and click **Submit**. A roster of your students will appear.

ENTERING GRADES

- You must choose the appropriate letter grade from the drop-down list for each student.

- Be sure to choose a grade for every student.

- Also, watch out for the 'scroll' function on your mouse - it can cause you to select the wrong grade inadvertently.

- Submit often so that your grading session is not timed out by Banner! You do not want to have to enter your data twice.

- You only have to enter a letter grade. You DO NOT need to enter the attended date or the hours.